



We are a Mercy School
We will live and work together
as Jesus taught us,
spreading his loving friendship
to everyone we meet.

**Admissions Policy and
Criteria for Admissions
2017-18**

INTRODUCTION

St. Joseph's Convent School is a Catholic Independent School for girls. The Governing Body of the School is responsible for determining and administering the policy relating to the admission of children to the school.

The School is non selective and we offer places to children of all abilities.

The School is committed to providing equal opportunities to prospective and existing pupils regardless of race, ethnicity or belief. Furthermore, the School aims to ensure equality of access for those with a disability or related conditions. Admission will follow the normal procedures alongside consultations with parents, carers and the SENCO to ensure that a child will be able to benefit from the education offered and/or that measures could suitably be put in place for the child to access the necessary teaching/ curriculum areas.

ADMISSIONS CRITERIA

Following the faith based principles of the School, the Governors give priority to applications from families whose child is a baptised Catholic.

Applications are also welcome from parents from other faith backgrounds and denominations who are seeking a Catholic education for their children and will support the ethos of the school.

If places become limited, the criteria used to decide which children are to be admitted are as follows: -

1. Sisters of children in school
2. Baptised children of practising Roman Catholic parents/guardians i.e. attends Mass every Sunday
3. Baptised children of other Roman Catholics
4. Children of past pupils who support the Catholic ethos of the school
5. Non-Catholic Christians
6. Children of parents/guardians of other faiths who support the Catholic ethos of the school

COMPASSIONATE CIRCUMSTANCES

Compassionate circumstances may be taken into account to give higher priority to a child.

We may respond to parents' requests for assistance when their circumstances change unexpectedly or some hardship occurs and supporting evidence of the situation is provided. Any assistance is at the complete discretion of the Governing Body and may take a number of forms.

Any financial assistance is kept under review by the Governing Body.

ADMISSIONS CRITERIA FOR NURSERY

The Governors intend to admit up to 20 children into the Nursery year group in any one school year. Children are admitted from the September after their third birthday. Parents and children are invited for a tour of the school and an informal meeting with staff.

Places will only be offered after the Headteacher has formally met with parents seeking a place for their daughter.

Children attend an 'induction' session in the summer term before joining.

ADMISSIONS CRITERIA FOR INFANTS 1 (Reception)

The Governors intend to admit up to 25 children into the Infants 1 year group in any one school year. Currently Nursery pupils progress automatically to Infants 1 and therefore there are limited additional spaces.

The above criteria will apply for parents who wish to apply for a place in Infants 1.

ADMISSIONS CRITERIA FOR 6+ (INFANTS 2 and above)

Should places become available from Infants 2 and above, the same criteria and procedure applies.

FINAL DECISION

An admission panel composed of members of the Governing Body will make a final decision based on the criteria as set down in this policy for admissions to the school.

ADMISSION PROCEDURE

On receipt of the registration form and a non-refundable registration fee (currently £40), pupils will be placed on the waiting list for their intake year. Pupils with their parents/guardians will be invited for interview from the preceding September.

Once an offer has been made to parents in writing, those wishing to accept a place must complete the Acceptance Form along with the School's Terms and Conditions and return it with a deposit of £500 to the school by the date given.

The deposit is refunded in two instalments; £250 is credited on the first invoice issued and the second half is only refundable in the final term of Prep 4 (Year 6). (See the Terms & Conditions of accepting a place).

The School will notify parents of children to whom it is currently unable to offer a place. They will have the opportunity to be placed on a waiting list and will be informed as and when should a place become available.

Prospective pupils will be invited to spend some time in their new class prior to starting full-time at the school.

Related Policies: SEND and Equal Opportunities & Accessibility.

The Governing Body will review this Policy on a yearly basis.

Signed: _____ Date: _____